

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Planner	<u>Revision Date:</u> 10/04
		<u>EEO Code:</u> Professional
		<u>Status:</u> Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Planning Director, performs professional level planning activities for the City which may include subdivision review, site plan review, statistical research, ordinance development, long range planning, and staff to Boards and Commissions, as needed by the City.

III. Essential Duties:

- Review subdivisions and hillside development for conformity to City ordinances; review and analyze conditional use, rezoning, and Board of Adjustment applications.
- Assist in site plan review, review of landscaping plans and other site development issue for conformity to City ordinances.
- Assist in the General Plan process; gathering data, organizing statistical information; writing reports; drafting element revision; recommending goals, policies, and programs; working with citizen groups.
- Research and write staff reports for the Planning Commission, Board of Adjustment, and City Council.
- Work with developers through the Sandy City development process.
- Coordinate development proposals with other City Departments to assure that all applicable development standards are met.
- Conduct field inspections of projects under construction for compliance with City ordinances and conditions of approval imposed by the City.
- Attend Planning Commission, Board of Adjustment, and City Council Meetings, as assigned, presenting staff recommendations and answering questions.
- Answer questions from other divisions within the department, and other City departments.
- Respond to public questions regarding planning, zoning building permits, variances, special exceptions, site plans, subdivisions, and conditional uses.
- Prepare written correspondence and verbal communication to various interests involved with Department issues.

IV. Marginal Duties:

- Act as a staff liaison to other volunteer citizen committee's as assigned.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors degree in urban planning, geography, or related field; Class C (Commercial Drivers License) required within six months of hire. Five years of other related governmental job experience may substitute for a planning degree.

Experience: Six months experience in planning or related field preferred. Planning internship preferred. Knowledge and experience with landscape design, plant materials, current & long range planning and site plan compliance preferred. Five years of other related governmental job experience may substitute for experience.

Knowledge of: Principles and practices of community development, local government operation and structures; urban planning and design, map reading, interpretation, and principles of public relations.

Responsibility for: Making recommendations that affect the community and the activities of people for many years to come, including the physical design of the city, quality of life issues, and the city's ability to provide efficient service delivery; responsibility for the care, condition, and use of materials, equipment, money, etc.

Communication Skills: Research relevant information and inform personnel and the public regarding City ordinances and procedures; ability to communicate effectively verbally and in writing; work effectively with City employees, elected and appointed bodies, citizen groups and the public; perform phone conversations with citizens businesses and developers; contacts with other departments, furnishing and obtaining information; and interfacing with other governmental agencies.

Tool, Machine, Equipment Operation: Frequent use of a personal computer, property data software, and calculator; regular use of a copy machine; occasional use of a City Passenger Van.

Analytical Ability: Apply general principles and ordinances effectively; establish goals, policies and priorities; analyze statistical information and development applications; write concise reports and recommendations; creative design and solutions to complex development concerns.

VI. Working Conditions:

A constant need for viewing plans, ordinances, etc; verbal interaction and listening skills necessary to deal with the public; constant pressure and fatigue are present in this position due to daily exposure to stressful situations, overtime, deadlines, and attendance at night meetings; work requires on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____